

Temporary Employment Categories Defined

SEASONAL

Seasonal employment is defined within each department and may vary by program. Each season will have a defined beginning and end, and the season will repeat on a yearly basis. Examples of seasonal employment include: “summer highway construction” in AOT; “spring tax filing” in TAX; “summer season” for FPR; “summer work crews” for DOC; etc. These positions could be 40 hours per week.

BONA FIDE EMERGENCY

These are handled on a case-by-case basis, and will usually be limited to the unforeseen situation which would require additional short-term staffing increases to avoid a serious threat or imminent harm to the public, to critical services, to other staff, or that would otherwise jeopardize the immediate public safety. These are rarely used. These positions could be 40 hours per week.

FILL-INS

A fill-in is a one-for-one replacement of an existing employee who may be on leave of absence for illness, military, educational, or family. This category may also be used to fill-in for a vacant position that is actively under recruitment. The period of fill-in may only be the same as for the length of the absence of the existing employee. The job title for the fill-in should be the same as the existing employee, or at a trainee level, if one exists. These positions could be 40 hours per week.

INTERMITTENT

These are for situations where there are fluctuations in the workload that are not seasonal. An employee might be hired to alleviate a work backlog, be absent for an undefined period, then reactivated when the work piles up again. Fluctuations in the workload, with staff shortages during peak periods, might be somewhat predictable, but the specific timing and durations is generally not predictable. Some weeks the employee may work 40 hours, but not on a regular basis.

SPORADIC

These situations have no pattern or order to them and could be for projects, special caseloads, and other similar situations where an employee is needed for a short period of time, or off and on or on an occasional basis over a period of time. The expected duration is from 6 to 9 months with an absolute outside limit of one year from the initial date of hire. These positions are usually less than 40 hours a week.

PART-TIME ON GOING

This covers regular, on-going part-time employment. The total hours worked in a week is less than 20 hours. There can be occasional fluctuations in the hours worked without triggering a violation of this category but the total hours must average less than 20 per week. Full-time schedules will not be approved. These positions will only be approved for a maximum of 1040 hours in a calendar year.